



# High Level Site Training

# Elements covered

- Training explained
- How much did your last car cost?
- MHE/Pedestrian circulation pattern
- Alcohol & drugs
- Traffic flow
- Use of trucks outside
- Distance rules
- Truck speed
- Housekeeping
- Personal Protective Equipment (PPE)
- Aerosol Storage Unit (ASU)
- Dealing with leaking aerosols
- Driving rules
- Seat belts
- Condition of pallets
- Manual handling
- One point lessons
- Emergency shower & eyewash
- Validation
- Reporting defects
- Incident investigation
- MHE authorisation
- **EQUIPMENT SPECIFIC**
- Reach
- Counterbalance

# Training explained

- Suitable candidate selected
- Valid MHE Medical
- Basic Training
  - Refreshed every 3 years
- Site Training
  - Refreshed every year
- Probationary period
  - 2 months
- Assessment
  - Theory & Practical

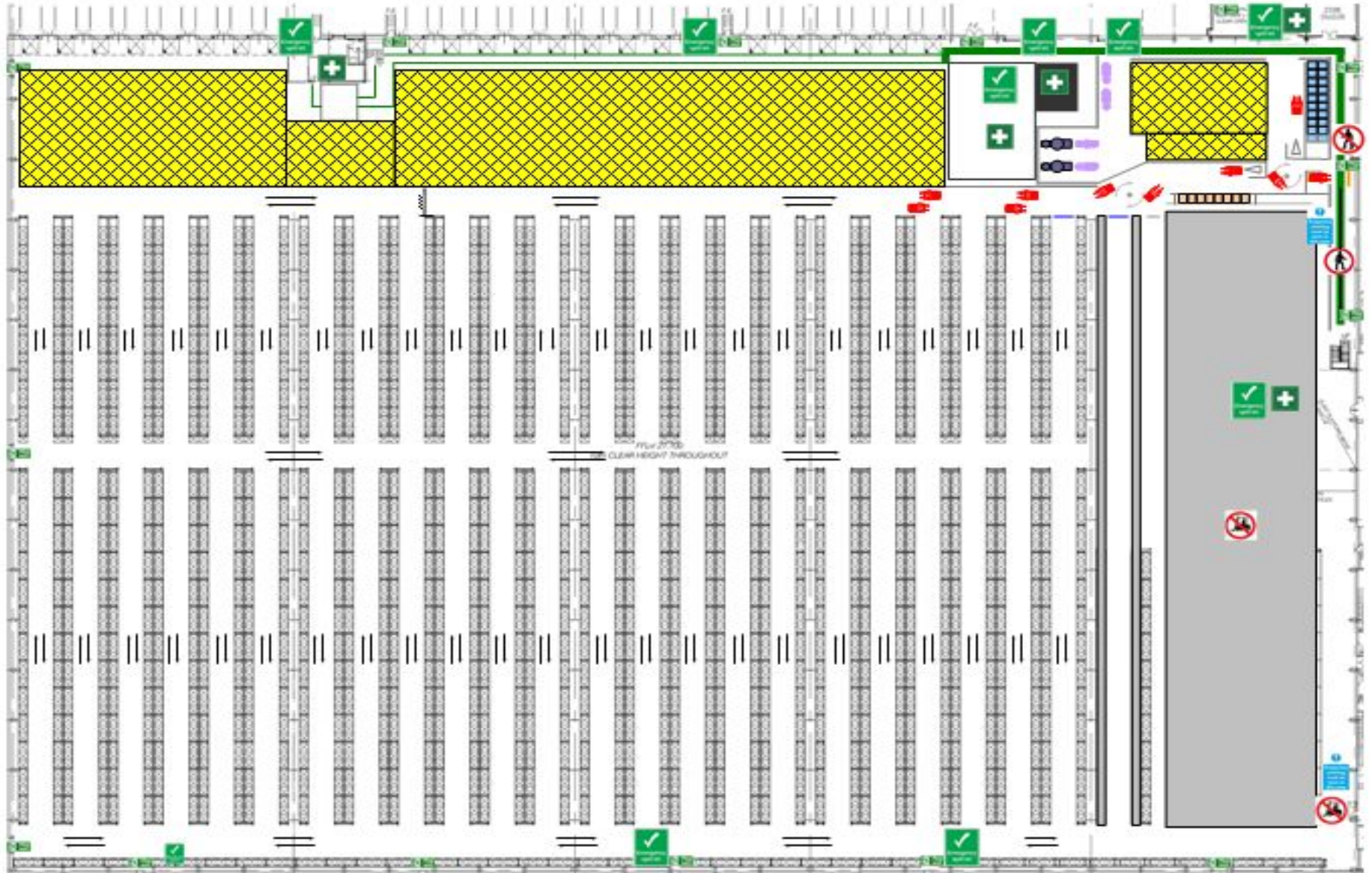


# How much did your last car cost?

- Compare that to the costs of our truck fleet...
- Order Picker.....£12,200
- Electric Pallet Truck.....£12,750
- Reach Truck.....£35,300
- Pyroban Reach Truck.....£50,900
- L'Oréal has invested a quarter of a million pounds in trucks on this site, to give you the best equipment to work with.
- Please drive them carefully and safely!

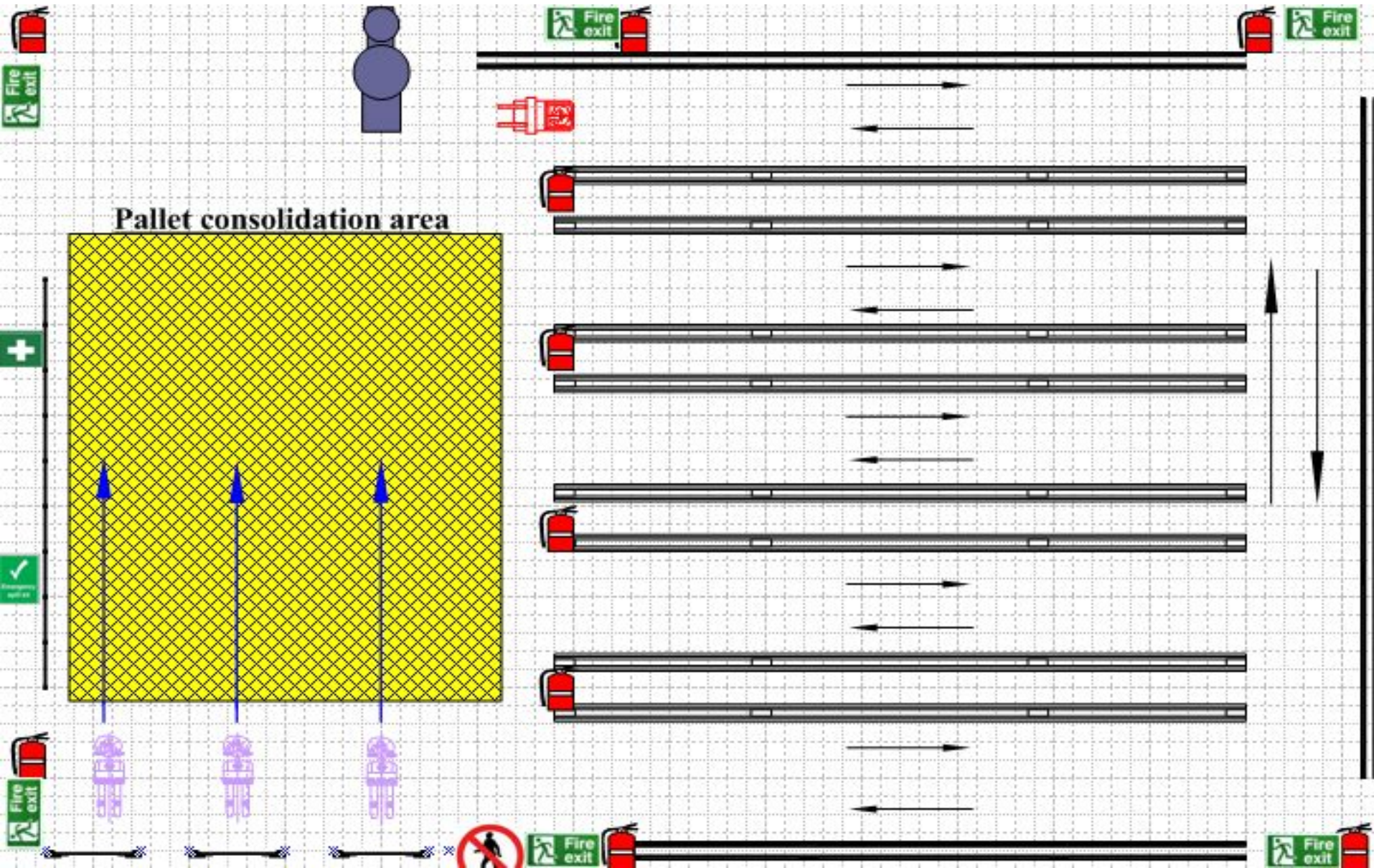


# MHE/Pedestrian circulation pattern





# MHE/Pedestrian circulation pattern (ASU)



# MHE / PEDESTRIAN CIRCULATION PATTERN

## KEY TO SYMBOLS

- Give Way
- Protected Walkway
- Designated Walkway
- Pedestrian Only Area
- Traffic Flow
- Aerosol Storage Unit
- Fire Exit

ONLY USE UK/ EURO PALLET S  
OF CORRECT DIMENSION AND  
IN GOOD CONDITION IN RACK-  
ING  
MAXIMUM PALLET HEIGHT ?  
KEEP CIRCULATION ROUTES  
CLEAR AT ALL TIMES





# Alcohol and drugs



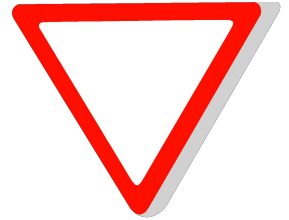
- The law considers a fork lift truck to be a motor vehicle
- This means that an operator who is found to be operating a truck whilst under the influence of alcohol or drugs can be prosecuted
- Employees must not be under the influence of or suffering the effects of alcohol or drugs at any time during the working day





# Traffic Flow

- One way systems
- Give way rules
- Pedestrian only areas
- Protected and designated walkways
- Trafford Park:
  - Tunnel – MHE Access only



# Use of trucks outside

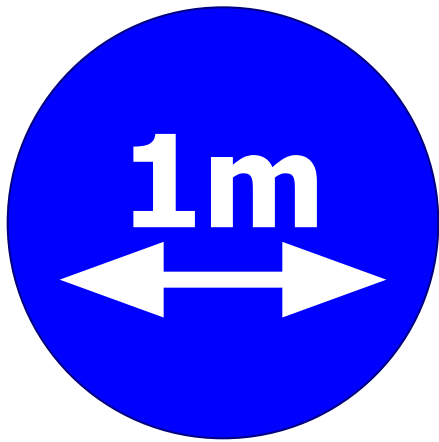
- Only Counterbalance to be used outside
- Reach truck – internal truck only



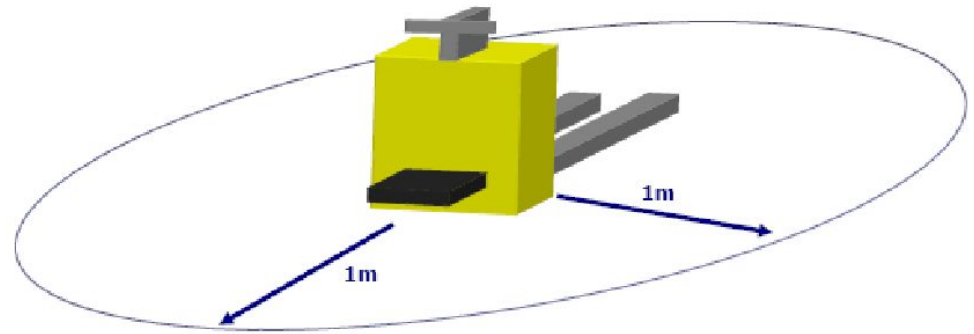
# Distance rules

- **2000 to 2006:** more than 20% of all incidents in L'Oréal were linked to mechanical handling equipment (MHE)
- **2007:** 22% of all accidents were MHE related
- **Jan – Aug 2008:** 30% were MHE related
- **Post August 2008** two serious accidents involving broken bones due to forklift operations





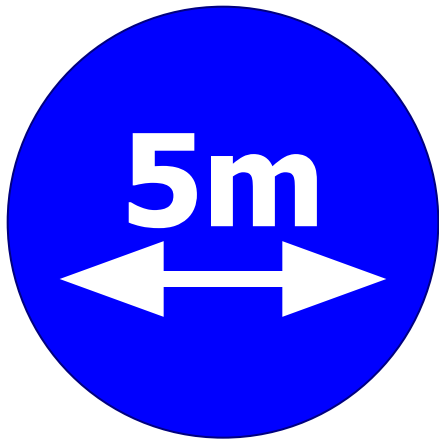
Truck is **stopped**  
Stay **1 metre** away



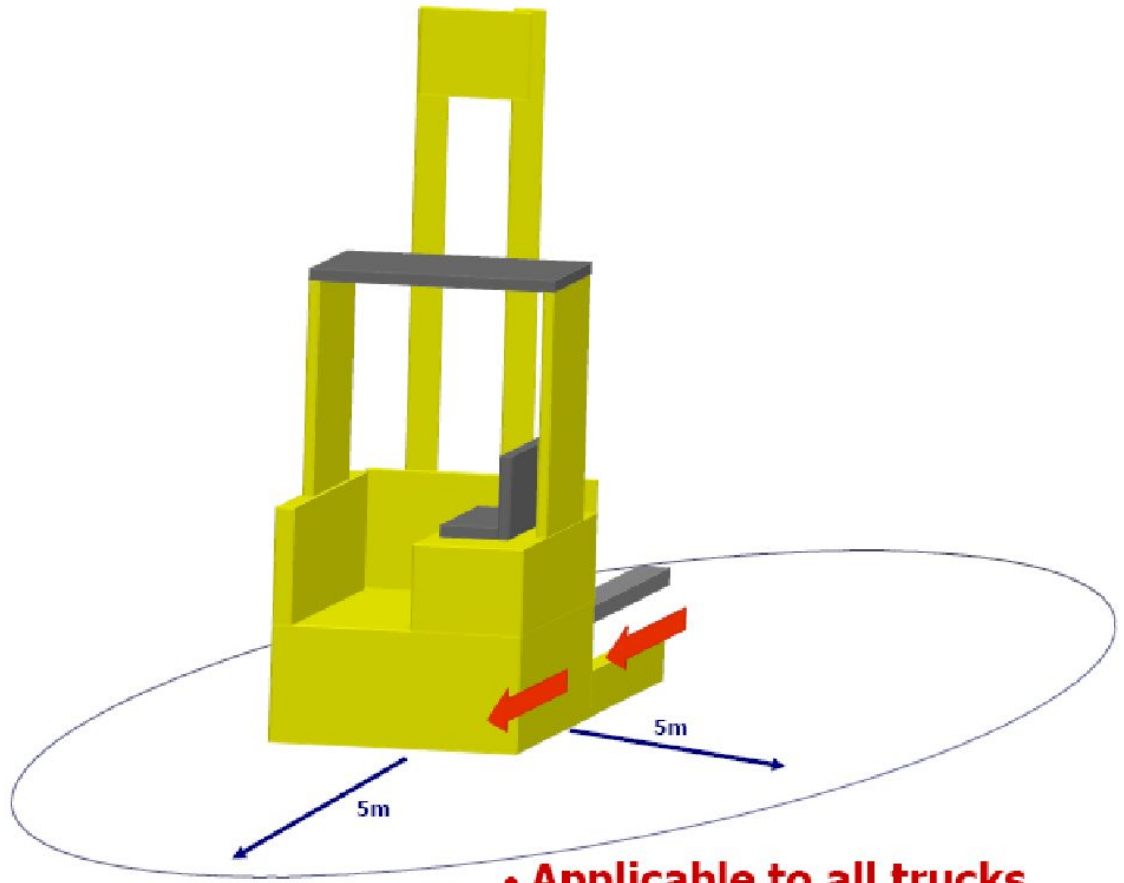
- **Applicable to all trucks**
- **Includes truck to truck AND truck to pedestrian**
- **Responsibility of driver AND pedestrian**





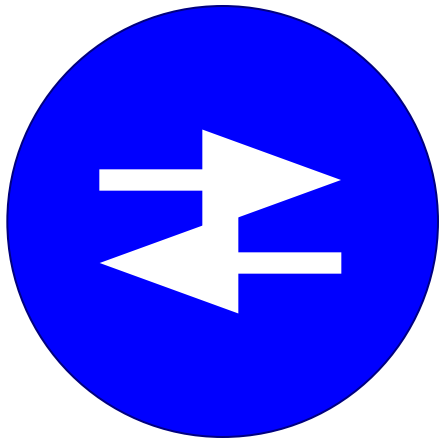


Truck is **moving**  
Stay **5 metres** away

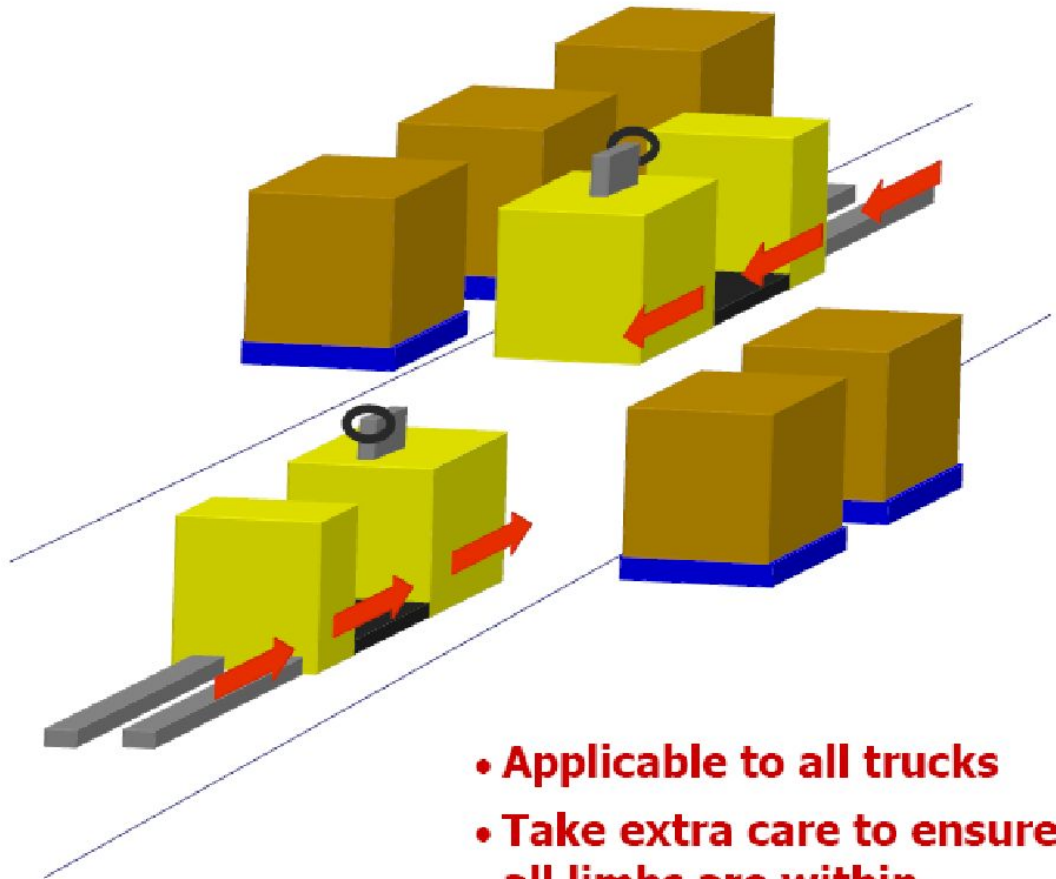


- **Applicable to all trucks**
- **Includes truck to truck AND truck to pedestrian**
- **Responsibility of driver AND pedestrian**





Passing trucks moving  
in opposite direction  
**Drive carefully**



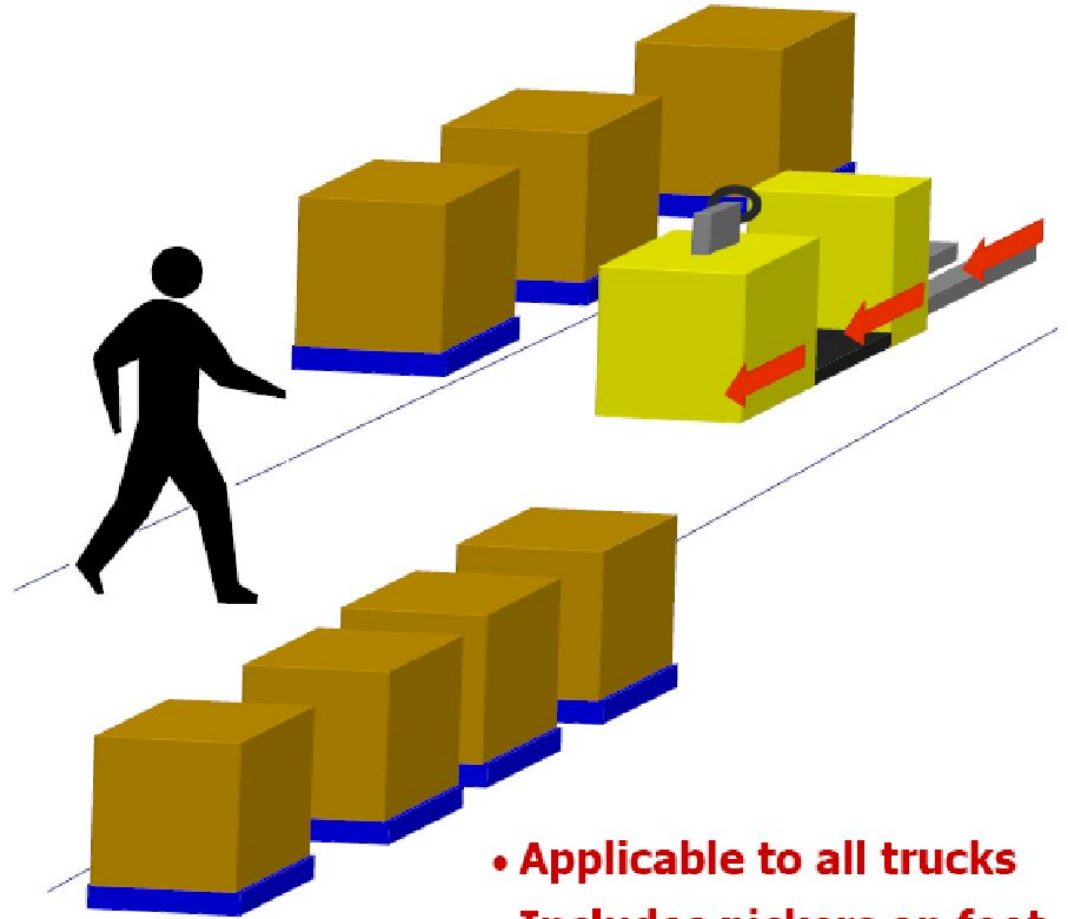
- **Applicable to all trucks**
- **Take extra care to ensure all limbs are within confines of the truck**
- **Slow down if required**





Passing pedestrians in  
racking or loading bay

**Sound horn**  
**Make eye contact**



- **Applicable to all trucks**
- **Includes pickers on foot while picking**
- **PEDESTRIAN has right of way**



# Truck speed



- The maximum speed of all trucks have been pre-set:
  - Speed limited to a maximum of 8 km/h when the forks are less than 50cm from the ground
  - Speed limited to 1.6 km/h when the forks are over 50cm from the ground
  - All loads must be transported with the forks between 15 and 20cm from the ground





# Housekeeping



- Keep your truck clean and tidy at all times
- Do not place stickers on your truck
- File pre use checks neatly in the folder provided
- Do not deface or remove anything fixed to the truck



# Personal protective equipment



- **High visibility vests and safety shoes**
  - At all times in the warehouse
- **Gloves**
  - On all handling tasks
- **Knives**
  - Only approved safety knives



# Aerosol storage unit (ASU)

## Trained & authorised people only!

- No smoking materials
- No mobile phones
- Only specially adapted trucks and equipment
- No low level order pickers in this area

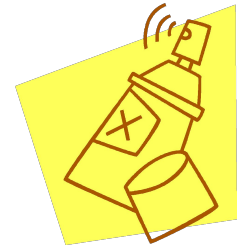


### **Remember!**

**Only specially adapted trucks and Equipment in the ASU**



# Dealing with leaking aerosols



- Remove damaged aerosols immediately by the nearest exit (Use a fire exit if appropriate)
- Inform a Health & Safety Rep or your Supervisor

## **Remember:**

- Aerosols are perfectly safe if handled with care
- Safe working practices are essential
- Do not take risks!
- If you are unsure about any situation then cease work and seek guidance immediately





# Driving rules

- Keep to the left in aisles
- Make use of mirrors
- Obey give way and stop signs
- No parking in the cross hatched areas
- No transporting of double stacks – only exception is unloading via an EPT



# Driving rules

- Operate with caution & awareness near unprotected walkways
- **Trafford Park:**
- Obey “One way” system (aisle 80)
- Only “Low level” trucks are allowed to operate through the central racking aisle!



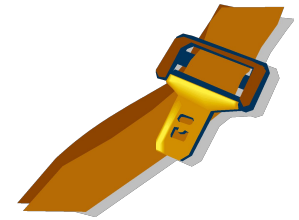
# Driving rules



- Nobody ever said trucks should be seen and not heard
- Whenever you approach intersections and corners, give several short sharp blasts on the horn to warn of your presence



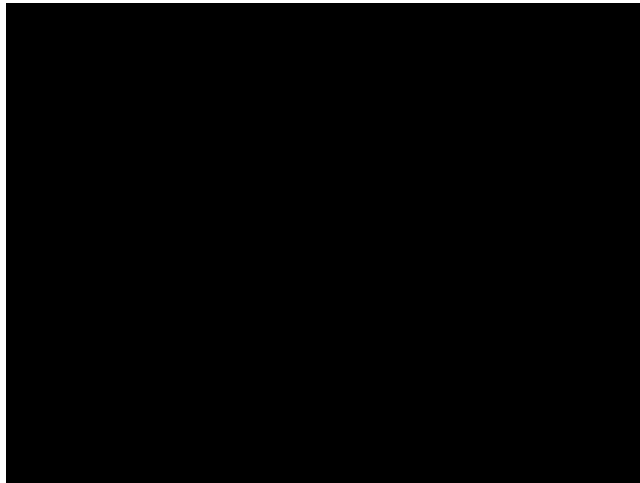
# Seat belts



- All high level trucks have been fitted with seat belts
- You must wear the seat belt at all times when the truck is in motion
- You must not tamper with the seatbelt mechanism



# Seat Belt

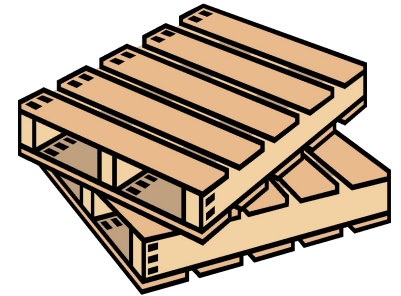


This film was captured on the CCTV at the Kalouga Warehouse in Jan 2013.

# Condition of pallets

## Check for:

- Loose / missing blocks
- Nails protruding
- Suitable for load
- Stringers intact



# Manual handling





# Manual handling

- Examine the load
- Get help or use a mechanical aid if required
- Plan the lift
- Ensure good grip
- Use grab sticks available



# One point lessons

- A one point lesson (OPL) provides step by step guidance on completing a task
- They are displayed at point of use on notice boards across the site
- Familiarise yourself with the location and content of any one point lessons that relate to the operation of your truck

## **Remember!**

**Always follow the instructions provided in the One Point Lesson**



# Emergency shower & eye wash

Emergency shower and eye wash facilities are located in the battery charge room

Familiarise yourself with the operation of these facilities and the location of first aid stations across site



# Validation

- In order to comply with corporate requirements an annual MOT is required
- This covers:
  - CE marks
  - Guards & safety features
  - Statutory inspections have been undertaken



# Reporting defects

If there is a fault with your truck:

1. Remove the validation tag to reveal the Do not use this equipment sign
2. Pass the tag to your supervisor
3. Provide detailed information regarding the fault.



# Incident investigation

- If you have any type of incident whilst operating your truck, you must report it immediately to your supervisor
- All incidents involving MHE are treated seriously and you will be asked to participate in a Root Cause Analysis (RCA)
- You will not be permitted to operate your truck until the RCA and relevant actions have been completed



# MHE authorisation

## Authorisation Explained

- Issued to all powered truck operatives
- Details basic and site training expiry dates
- Includes medical expiry date
- It is your authorisation to operate equipment - issued by your shift manager
- Keep your authorisation with you at all times when on site
- Longer term aim to develop a penalty points system to accompany authorisation





# Truck Specific Training



Reach Truck



Counterbalance



# Reach Truck



Site Training



# Types of reach truck

- There are two types of reach truck:
  - Standard
  - Pyroban rated
- Only the pyroban rated reach truck can be used in the Aerosol Storage Unit (ASU)

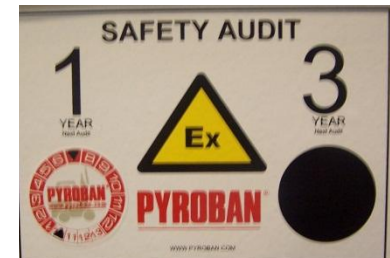
## **Remember!**

**Only specially adapted trucks and Equipment in the ASU**



# Operation of pyroban system

- **Green** fob
  - Operates truck under normal operation
- 2 activation levels:
  - Level 1 – Audible warning
  - Level 2 – Truck shutdown
- **Red** fob
  - Used to re-activate truck following Level 2 shutdown
  - The red fob is a restricted controlled key



# Pre use checklist



- Validation Multi-Tag Displayed
- Condition of Forks
  - Check for cracks, fractures, excessive wear deformity and ensure they are equally spaced and locking pins engaged
- General cleanliness
- Battery condition
- Battery water level
- Carriage
- Mast
  - Check for damage, distortion and cracks
- Mast Roller/Slides



# Pre use checklist



- Lift chains & pulleys
  - Check for loose or worn pins or links, chain anchors securely fixed, chain pulleys free from damage, free from ware and flat spots
- Hoses
- Wheels/Tyres
  - Check bolts, cuts and missing treads
- Camera
- All truck panels secured
- Fire extinguisher
  - All high level trucks are fitted with fire extinguishers



# Pre use checklist



- Operating position/seat  
Check anchor points, runners and sliders, also check for objects under the seat
- Starting procedure
- Lights
- Guards
- Seat belt
- Horn
- Display





# Pre use checklist



- **Hydraulics**  
Ensure smooth operation of all controls to full extent of travel
- **Lift / reach / side shift**
- **Steering**  
Check for freedom of movement in both directions while stationary and on the move
- **Footbrake**  
Move the truck backward and forwards and test
- **Parking brake**  
Ensure the Parking brake prevents forwards & backwards movement



# Access control



- Keypad operated
- “14016” or Clock card number required
- Switch machine off when not in use to prevent unauthorised use



# Checking & filling the battery

- If the LED on the battery is flashing red (as per pre use check) the battery level is low and requires topping up
- Park truck in charging room away from doorways and close to plug point
- Wear the following PPE whilst performing the task:
  - Gloves Goggles



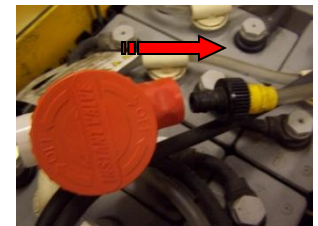
# Checking & filling the battery

- **Gain access to Reach battery by:**
  - **Bringing reach in as far as possible**
  - **Engage battery release lever**
  - **Send out reach**
  - **Disconnect battery**



# Checking & filling the battery

- Top up batteries using **Aquajet** system:
  - Check water level is above black line on pump by twisting off water cap
- Ensure pipe work is free from kinks:
  - Connect the filling hose on the Aquajet to the battery coupling
  - Plug in and switch on Aquajet system

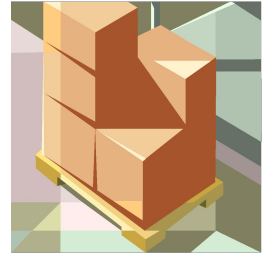


# Checking & filling the battery

- **Open water valve completely**
  - Wait until spinner stops (10 – 15 sec.)
  - Close water valve
- **Switch off and unplug Aquajet system**
  - Disconnect Coupling - can only be disconnected in “closed” position
- **Close access to Reach battery by:**
  - Reconnect battery to truck
  - Bring reach back home – make sure connecting cable does not get trapped
  - Ensure release lever clicks in place
  - Only top up battery after it is fully charged at the start of the AM shift



# Addressing a pallet



- Ensure your forks are centrally positioned
- You must always extend your reach controls whilst engaging/disengaging a pallet!





# Camera rules



- Reach trucks have been fitted with onboard camera monitors
- It is mandatory to use the camera at level 3 and above
- Always report any defects to your supervisor immediately

# Ergonomics

- Ensure all limbs are within the confines of the truck
- Adjustable attachments for added comfort include:
  - Adjustable seatbelt
  - Adjustable steering column
  - Adjustable seat:
    - Slide forwards & backwards
    - Backrest for added comfort

# Conclusion

- Once you have qualified as a truck operator it's **your responsibility** to ensure your own safety – and that of your colleagues and anyone else who may be affected by your actions
- Practice safe operating procedures until they become routine

**Always put safety first**



Any Questions?



# Counterbalance



Site Training



# Pre use checklist



- Validation Multi-Tag Displayed
- Condition of Forks

Check for cracks, fractures, excessive wear deformity and ensure they are equally spaced and locking pins engaged.

- General cleanliness
- Battery condition
- Battery water level OK
- Carriage
- Mast

Check for damage, distortion and cracks.

- Mast Roller/Slides
- Lift Chains & pulleys

Check for loose or worn pins or links, chain anchors securely fixed, chain pulleys free from damage, free from wear and flat spots.

- Hoses
- Wheels/Tyres

Check bolts, nuts and missing treads.

- All truck panels secured



# Pre use checklist



- Fire extinguisher

All high level trucks are adapted with fire extinguishers.

- Operating position/seat

Check anchor points, runners and sliders, also check for objects under the seat.

- Starting procedure

- Lights

- Guards

- Seat belt

- Horn

- Display

- Hydraulics

Ensure smooth operation of all controls to full extent of travel.

- Lift / Reach / side Shift

- Steering

Check for freedom of movement in both directions while stationary and on the move.

- Footbrake

Move the truck backward and forwards and test.

- Handbrake

Move the truck backward and forwards and test.

- Deadman Seat



# Access Control

- Davis Darby operated
- Log off machine when not in use





# Checking & filling the battery

- **Add from OPL**



# Restricted areas

- Counterbalance can only be used internally in designated areas and routes
- Circulation plan



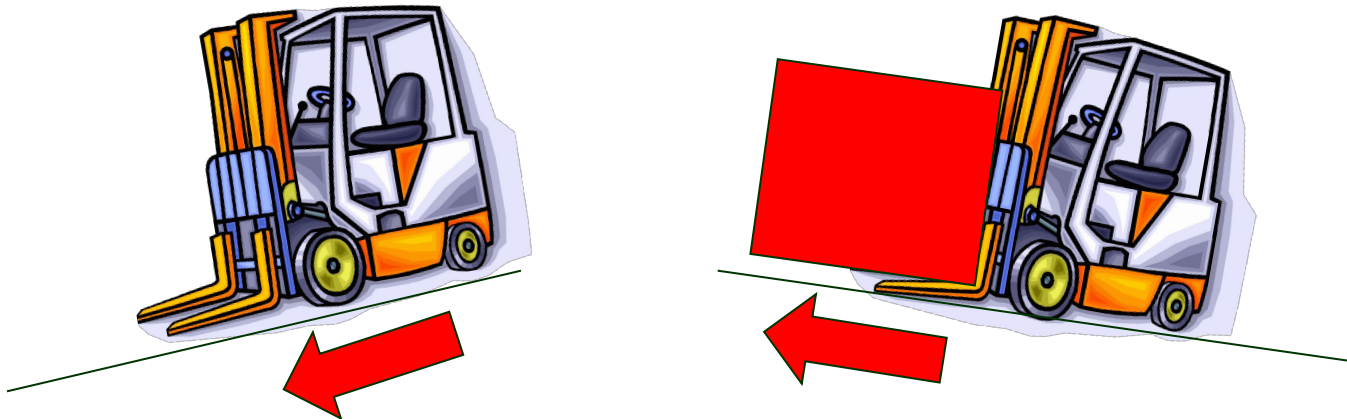
# Use in yard

- Traffic – pedestrians, contractors, reversing vehicles, stand trailers
- Weather – adjust speed, seek further advice in inclement conditions
- Stacking & de-stacking of pallets
- Loading & unloading of trailers
- Mandatory to use spot lights & beacon for external tasks
- Additional PPE provided when required



# Travelling on slopes

- The forks should face uphill if the truck is laden and downhill if the truck is unladen



# Travelling on slopes

## Rules on slopes

- Always travel directly up or down the slope
- Slow down approaching the door
- Sound horn approaching the doorway
- Come to a STOP before entering the warehouse
- Make a thorough check for pedestrians and MHE
- Make full use of the mirrors available



# Ergonomics

- Ensure all limbs are within the confines of the truck
- Adjustable attachments for added comfort include:
  - Adjustable steering column
  - Adjustable seat:
    - Slide forwards & backwards
    - Backrest tilt

# Conclusion

- Once you have qualified as a truck operator it's **your responsibility** to ensure your own safety – and that of your colleagues and anyone else who may be affected by your actions
- Practice safe operating procedures until they become routine

**Always put safety first**



Any Questions?

